

## **EF (Pier) Administration Committee Meeting Summary**

### **July 26, 2014 8:30am**

Attendees:

- Sharon Anson
- JR Presser
- Kara Lusby
- Sue Montivoni

The new EF Administration Directors met for the first time as a group and conducted introductions including their educational, professional, and Epworth Forest background. The purpose of the meeting was for the directors to get to know each other, assess what information this new committee has received, and discuss some of the more immediate court-ordered actions.

One of the first orders of business per the judge/court was to identify a 5<sup>th</sup> (neutral) member to the EF (Pier) Administration Board of Directors. Criteria was discussed by the directors and a few names were even presented. Note that this 5<sup>th</sup> Director is a paid position to be funded by the members' annual Association dues.

Finances were also discussed. At the time of the meeting, the directors had not yet been provided with any current or historical financial information from Bradley Management. The directors would need to set up a checking account for the Association in order to accept the funds that are being transferred from the Conference. Additionally, a P.O. Box would need to be established in order to having a mailing address for the new entity to accept mail and dues.

Another topic of discussion was EF (Pier) Administration membership meetings. Per the court, the directors are required to hold an annual association meeting open to all members. These members must have a 10 day notice prior to the meeting date. It was determined that the meeting date would be September 6<sup>th</sup> at the North Webster United Methodist Church. Directors' meetings would occur monthly at a minimum, but most likely twice a month as there is a lot of work to be done to set up the new association.

In order to notify EF property owners of the upcoming EF (Pier) Association annual meeting, the directors recognized that there needs to be a simple way of contacting members. It was determined that a combination of the Non-Lakefront Property Owners Association membership list, On-shore Property Owners list, and the EF Neighborhood Directory would be used as a starting point to collect all of the names and email addresses for communications out to the association.

The directors also discussed the court mandate that states that going forward, all individual association members will require liability insurance to cover their use of the easement. The directors questioned what exactly this means and determined that further research would need to be performed with insurance companies in order to clearly communicate this requirement to its association members.

Another near-term need discussed by the Board is an understanding of the current state of pier space supply and demand. This will require the Board to gather more information on

the shoreline, existing placement of piers, historical decisions, as well as the pier waiting list. The court ordered that Bradley Management provide the new entity with all of the documentation they have in their possession. At the time of this Board meeting, the Board had not yet received any documentation. Since then, some documentation has been received from Bradley/the Conference. Upon review, if there are gaps and unanswered questions regarding the information provided, the Board agreed that they will likely have to gather that information themselves.

As information is collected regarding the current state of the shoreline and pier placement, the directors also identified the need to gain more knowledge around allowable options for the future shoreline configuration. It was unanimous that DNR consultation will be needed in order to truly know the laws around individual pier and group pier spacing and lengths. This is critical information to know prior to making decisions on the future state of the EF shared shoreline.

In the spirit of regular communication and transparency from the Board, the directors determined that they will create and operate an EF Administration website to post communications and other meaningful information. Forms such as member inquiry forms (to be used for requests, questions, concerns, suggestions, etc.) will be available on the site as well. With the exception of conducting a face-to-face annual association meeting with all association members, communication will most commonly be delivered via email and through postings on the website. The Directors will NOT be using U.S. Postal mail for any association communications, invoices, etc.

Finally, Officers for the Board were selected. They are as follows:

President: Richard Presser

Vice President: Sharon Anson

Secretary: Kara Lusby

Treasurer: Sue Montivonti

Actions:

- Follow up with the proposed 5<sup>th</sup> Board members on their interest in joining the Board – Richard Presser
- Follow up with EF Conference to collect information from Bradley Management (as ordered by the court). – Richard Presser
- Build an EF Association membership list with the existing various rosters in EF – Richard Presser and Sharon Anson retrieve the files, Richard consolidates
- Set up a P.O. Box at North Webster post office – Sue Montivonti
- Set up an Association checking account at a local bank – Sue Montivonti
- Contact insurance companies to understand how liability insurance covers easements – Sharon Anson
- Draft the member inquiry process and form – Kara Lusby
- Set up the EF Association website – Richard Presser
- Reserve North Webster United Methodist Church for the annual EF Association meeting – Sue Montivonti or Sharon Anson
- Draft meeting notes/summary – Kara Lusby

The next EF Administration board meeting will take place on August 16, 2014, 8:30am